



DEPARTMENTS OF THE ARMY AND AIR FORCE

HEADQUARTERS, MONTANA NATIONAL GUARD

P.O Box 4789 (1900 Williams Street)  
Ft Harrison, Montana 59636-4789

DATE: 21 September 2006

**HUMAN RESOURCES OFFICE**  
**TECHNICIAN VACANCY ANNOUNCEMENT NUMBER: 06-442**  
**CLOSING DATE: 05 October 2006**

**NON-BARGAINING UNIT** POSITION: **Administrative Assistant, GS-0303-06/07**

SALARY RANGE: GS-06 \$31,601.00 - \$41,080.00 PA (per annum)  
GS-07 \$35,116.00 - \$45,648.00 PA (per annum)

LOCATION: USP&FO, Helena, MT

SELECTING OFFICIAL: Lt Col Dean McLain

**APPOINTMENT FACTORS**

EXCEPTED ☒

OFFICER ☐

ENLISTED ☒

COMPATIBILITY: CMF/MOS ENL: 42, 92A/Y/Z

SUPERVISORY ☐

NON-SUPERVISORY ☒

PERMANENT ☒

**AREA OF CONSIDERATION**

**ALL BASICALLY QUALIFIED APPLICANTS (AREA I AND II) WILL BE FORWARDED FOR CONSIDERATION TO THE SELECTING OFFICIAL SIMULTANEOUSLY. STATE MERIT PLACEMENT PLAN (DMAMT Regulation AR 690-335) APPLIES.**

☒ AREA I All excepted permanent technicians in the Montana ARMY National Guard.

☒ AREA II All members of the Montana ARMY National Guard or those eligible for membership.

**NATIONAL GUARD MEMBERSHIP REQUIRED:** Prior to filling any excepted position, an individual must be a member of the Montana Army. The selectee must possess or obtain and be assigned to an AFSC/MOS/SSI's indicated above. Applicants must possess or be able to obtain a SECRET clearance (unless otherwise specified in Enclosures 1). Failure to meet these requirements will result in loss of employment. Acceptance of position will cause termination from the Selected Reserve Incentive Program (Loan Repayment and Bonus programs) with or without recoupment.

**PRE-EMPLOYMENT PHYSICAL:** Prior to full-time employment, selected individual must complete and pass a pre-placement physical examination.

**PROMOTION POTENTIAL:** If filled at the GS-06, promotion potential to GS-07 upon completion of a classification desk audit.

**SUMMARY OF DUTIES:** A brief statement of duties from Position Description No. 70307000. If applicants desire, a copy of the PD can be obtained from the HRO. The purpose of the position is to provide technical and administrative assistance for programs within the United States Property and Fiscal Officer's (USPFO) area of responsibility. This support is provided to the USPFO and the Supervisory Logistics Management Specialist (SLMS). Assists in managing the Management Control Program (MCP). Coordinates USPFO inspections. Serves as the USPFO focal point for all personnel actions.

**EVALUATIONS AND RANKING CANDIDATES:** All applications must reflect your current and past employment data as well as all duty assignments, qualifications, education and training **as they relate to the basic eligibility factors of Knowledge, Skill, and Ability (KSA's), General and Specialized Experience requirements outlined in Enclosure 1 of this announcement.** Complete and accurate data is essential to ensure fair evaluation of candidates. Your application will be the basis for ranking these factors: (3 to 8 KSA FACTORS WILL BE USED). The State Merit Placement Plan (DMAMT (AR) Regulation 690-335) applies to all applicants. **THIS IS A NON-BARGAINING UNIT POSITION.**

**PCS FUNDS NOT AUTHORIZED.**

**EQUAL OPPORTUNITY:** THE MONTANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, AGE, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ANY OTHER NON-MERIT FACTOR.

**INSTRUCTIONS FOR APPLYING:** Current Technicians (Area I) **must** submit a DMAMT Form 690-1-E, continuation pages may be included. The HRO will use DMAMT Form 690-1-E to establish your basic eligibility. Area II applicants may submit one or a combination of the following: DMAMT-690-1-E, Optional Form 612, or any other written format. All forms and instructions are available at the HRO in Helena or Great Falls, MT. Applications will be retained by the HRO, Helena, as they are used to support this announcement. Verbal applications will not be accepted or considered. **APPLICATIONS FAXED (324-3135) OR E-MAILED (hrojva@mtgrea.ang.af.mil) TO THE HRO WILL NOW BE CONSIDERED. USE OF GOVERNMENT ENVELOPES AND POSTAGE FOR MAILING OF JOB APPLICATIONS IS PROHIBITED.** Applicants may request a personal or telephone interview, and should indicate this on their applications. Applicants will be notified as to date, time, and place of interview. Applications will be sent to: **THE ADJUTANT GENERAL, STATE OF MONTANA, ATTN: HRO-STAFFING, PO Box 4789, FT HARRISON, MT. 59636-4789.** Please call (406) 324-3122/3138, DSN: 324-3122/3138 for any additional information or clarification of application procedures. For application/forms and a list of open job vacancy announcements visit our webpage at:

**[WWW.DMA.MT.GOV/HRO/](http://WWW.DMA.MT.GOV/HRO/)**

**REMINDER:** A male applicant selected for a new appointment who was born after 31 Dec 1959 must be registered with Selective Service and must have signed the pre-appointment certification statement for Selective Service registration prior to appointment with the Federal Government. This position is Title 32 (Excepted Civil Service), not Title 5 (Competitive Civil Service). National Guard Technicians of the Montana National Guard are employed under the authority of Title 32 USC 709, and as such are subject to appellant provisions of Title 32.

FOR THE ADJUTANT GENERAL:

TROY A. FROST, MAJ, MT NG  
Human Resource Officer

**TECHNICIAN VACANCY ANNOUNCEMENT NUMBER: 06-442**

**BASIC ELIGIBILITY FACTORS:** Document prior experience, education, and training relating to each KNOWLEDGE, SKILL, AND ABILITY (KSA's), General, and Specialized Experience requirements.

**KSA'S FOR ADMINISTRATIVE ASSISTANT, GS-0303-06, 70307000A**

1. Skill in maintaining records, files, and reports.
2. Ability to plan, schedule, and organize.
3. Skill in the use of office automation systems (computer, facsimile, copier, etc.).
4. Ability to read, interpret, and maintain administrative publications.
5. Knowledge of the organization, responsibilities, and functions sufficient to refer visitors, mail, and telephone calls.

**GENERAL EXPERIENCE:** General experience, education, or training which demonstrates the applicant's understanding of administrative or clerical duties.

**SPECIALIZED EXPERIENCE:** Must have 9 months of specialized experience in performing clerical or administrative duties.

**KSA'S FOR ADMINISTRATIVE ASSISTANT, GS-0303-07, 70307000**

1. Skill in maintaining records, files, and reports.
2. Skill in planning, scheduling, and organizing.
3. Skill in the use of office automation systems (computer, facsimile, copier, etc.).
4. Skill in reading, interpreting, and maintaining administrative publications.
5. Knowledge of the organization, responsibilities, and functions sufficient to refer visitors, mail, and telephone calls.
6. Knowledge of the AFCOS automated orders system.

**GENERAL EXPERIENCE:** General experience, education, or training which demonstrates the applicant's understanding of administrative or clerical duties.

**SPECIALIZED EXPERIENCE:** Must have 12 months of specialized experience in performing clerical or administrative duties.

/SIGNED/  
DEAN P. McLAIN  
LT COL, MT ARNG  
DEPUTY USPFO/J-8

Enclosure 1